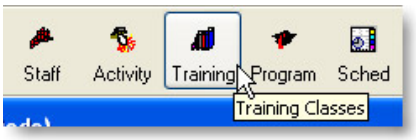
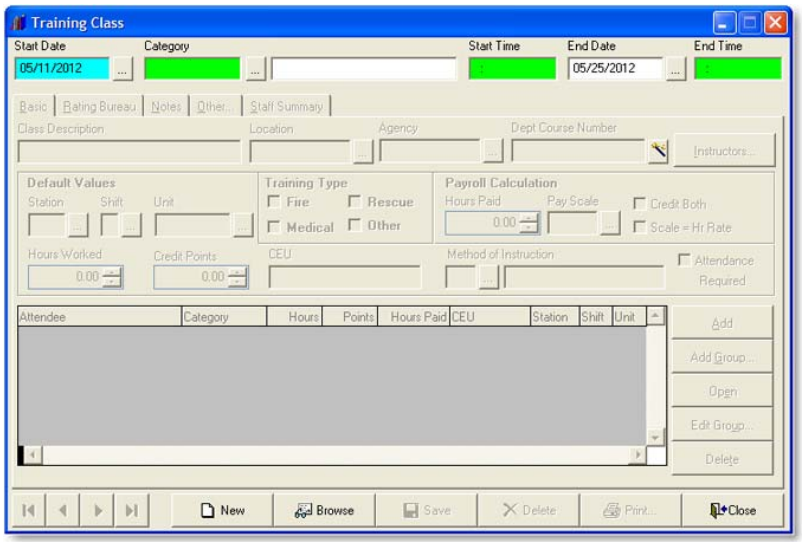
Entering Training Class Records in Firehouse

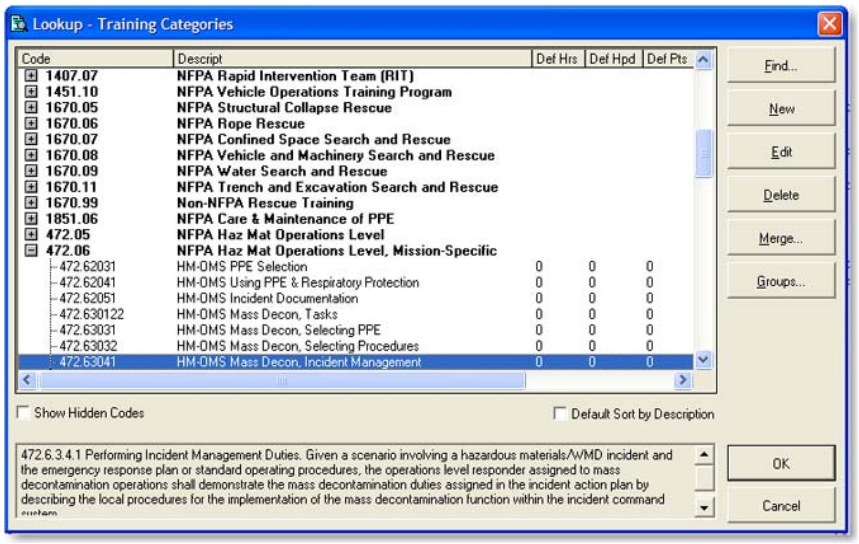
This document details the proper method of entering a training record in Firehouse. The document will detail the method to track staff members that attended or missed the class that you are entering the training record for. It will also explain some of the error messages that you might encounter while completing the record.



To start the class record, select the **Training** icon on the main tool bar.

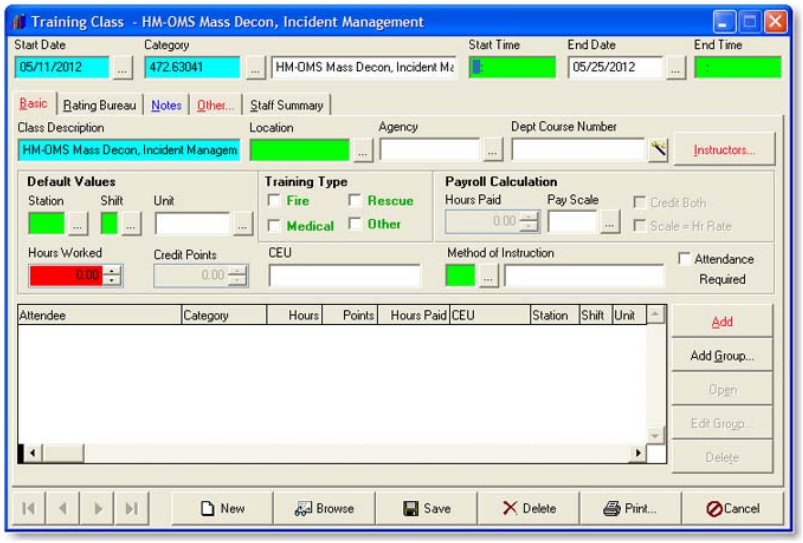


When the blank training record opens, use the ellipse box (3-dot box) to open the **Training Category** look-up table.


Lookup - Training Categories
Code
Descript
Def Hrs
Def Hpd
Def Pts
1407.07 NFPA Rapid Intervention Team (RIT)
1451.10 NFPA Vehicle Operations Training Program
1670.05 NFPA Structural Collapse Rescue
1670.06 NFPA Rope Rescue
1670.07 NFPA Confined Space Search and Rescue
1670.08 NFPA Vehicle and Machinery Search and Rescue
1670.09 NFPA Water Search and Rescue
1670.11 NFPA Trench and Excavation Search and Rescue
1670.99 Non-NFPA Rescue Training
1851.06 NFPA Care & Maintenance of PPE
472.05 NFPA Haz Mat Operations Level
472.06 NFPA Haz Mat Operations Level, Mission-Specific
472.62031 HM-OMS PPE Selection 0 0 0
472.62041 HM-OMS Using PPE & Respiratory Protection 0 0 0
472.62051 HM-OMS Incident Documentation 0 0 0
472.630122 HM-OMS Mass Decon, Tasks 0 0 0
472.63031 HM-OMS Mass Decon, Selecting PPE 0 0 0
472.63032 HM-OMS Mass Decon, Selecting Procedures 0 0 0
472.63041 HM-OMS Mass Decon, Incident Management 0 0 0
Find...
New
Edit
Delete
Merge...
Groups...
Show Hidden Codes
Default Sort by Description
472.6.3.4.1 Performing Incident Management Duties. Given a scenario involving a hazardous materials/WMD incident and the emergency response plan or standard operating procedures, the operations level responder assigned to mass decontamination operations shall demonstrate the mass decontamination duties assigned in the incident action plan by describing the local procedures for the implementation of the mass decontamination function within the incident command
OK
Cancel

Scroll through the table until you find the training code that you need. Highlight the code, and either double-clicking or using the **OK** button, select the code to return to the training class screen.

Answer **Yes** to create a new training record in Firehouse.

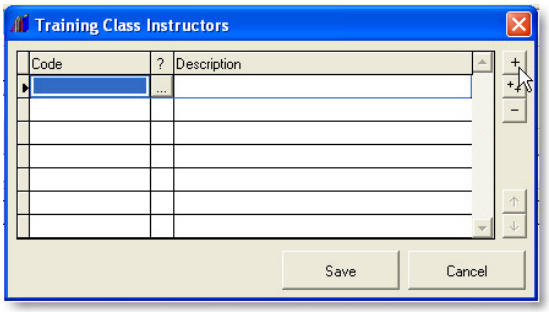


The following fields will need to be completed,

a. **Start Time**
b. **End Time**
c. **Location**
d. **Station**
e. **Shift**
f. **Training Type**
g. **Instructors**
h. **Method of Instruction**

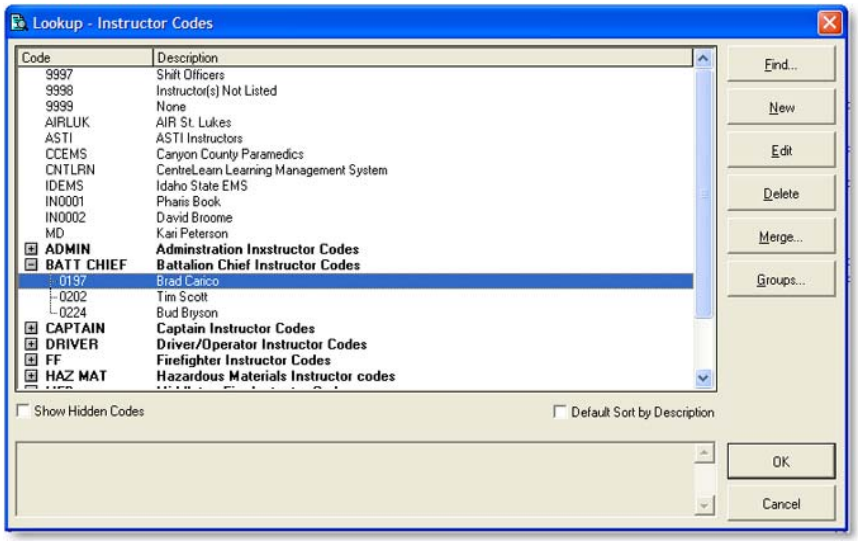
The **Hours** field will turn red because of several error conditions that are on the field. These error conditions will be discussed later in the manual.

Entering Training Class Instructors

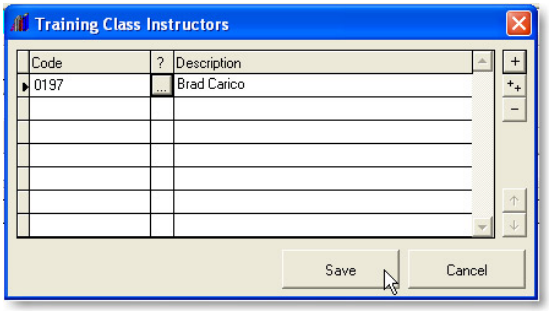


After selecting the **Instructors** button, use either the single **+** or the **++** buttons to enter the instructor codes. If you chose the single **+** button you will need to then select the ellipse box to open the instructor look-up table.

If you chose the**++** button the look-up table will automatically open.

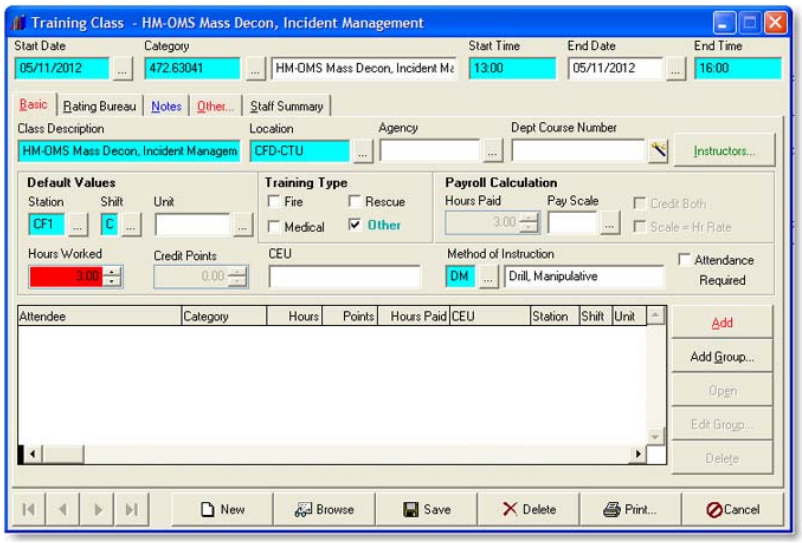


Once the **Instructor Code** table opens find the instructor(s) that will be teaching the class. Then select the **OK** button to close the table.



Once you have returned to the **Training Class Instructors** table select the **OK** button to return to the main training record.

Training Record Error Conditions

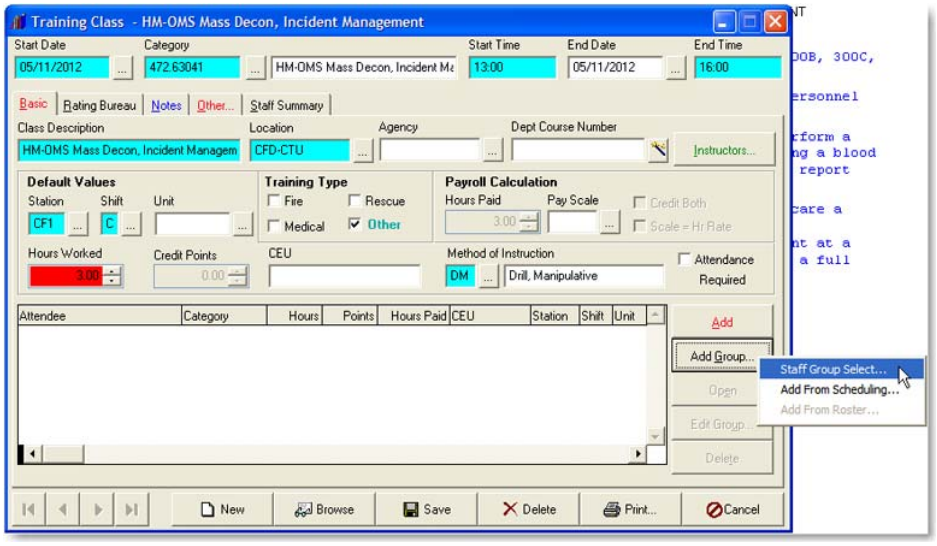


There are two error conditions on the **Hours** field that related directly to the entry of training hours.

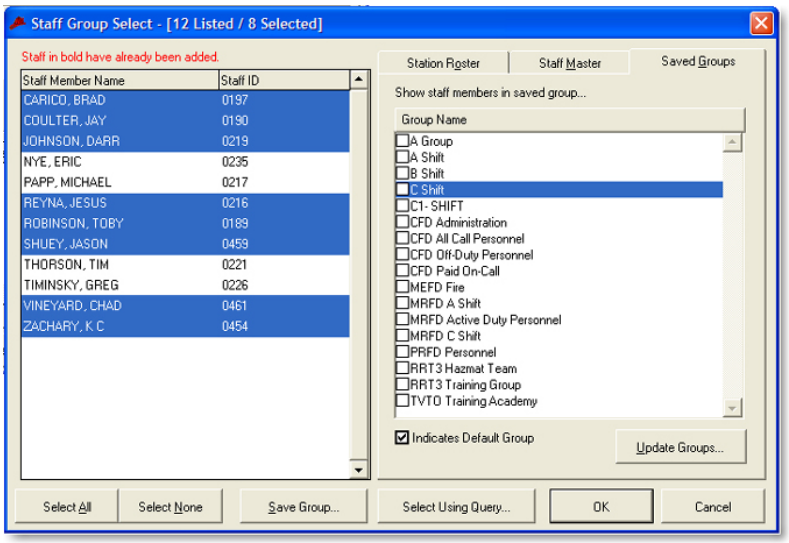
a. For most training codes the **Hours** paid field must have a value greater than 0. If you change the hours field to zero the field will remain red and you will not be able to save the training record.
b. The second error condition relates to the entry of personnel in the detail records. If the **Hours** field has a value greater than 0 and the hours for the detail record are zero the error condition will remain in effect.

Because of programming bug within Firehouse, the **Hours** field will remain red after successfully entering all your information. If all other information is correct, the record will save even though the field remains red.

Entering Personnel Attending the Training



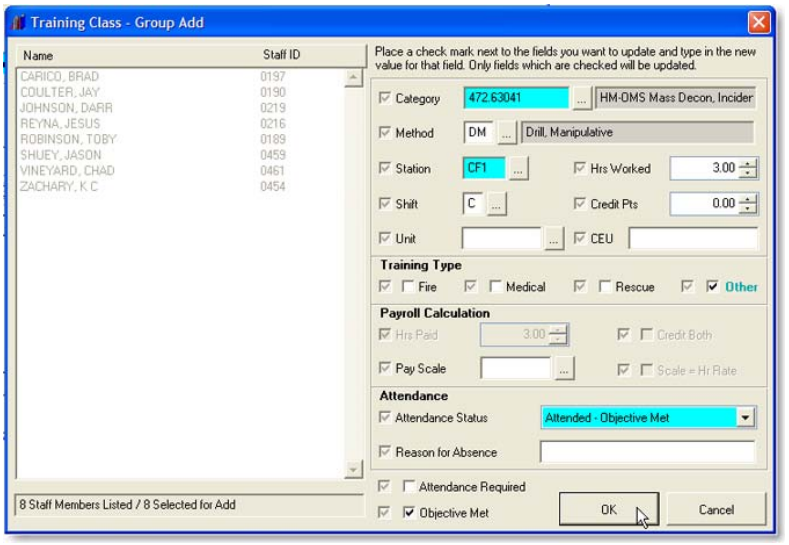
After returning to the training record screen select the **Add Group** button to enter the staff that attended the training.



After the **Staff Group Select** screen opens, select the **Saved Group** to list the attending staff.

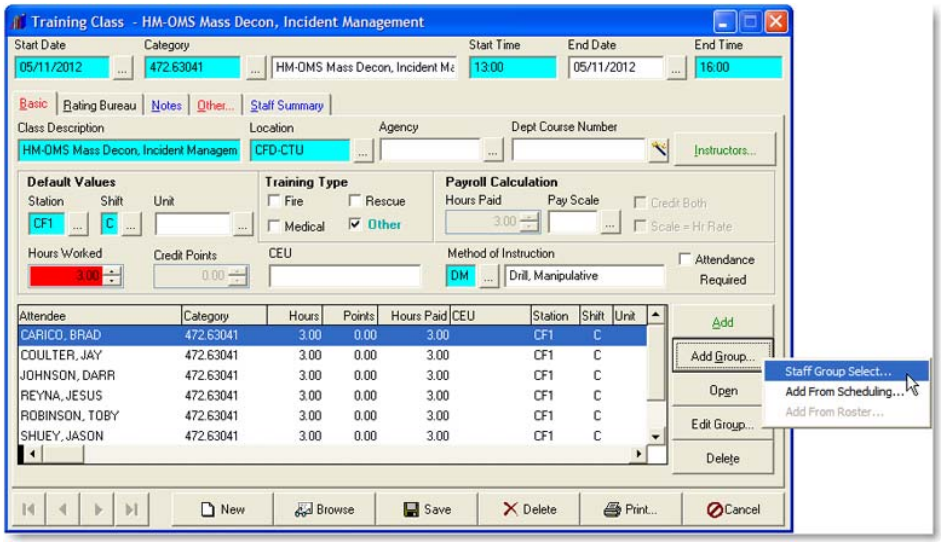
In the example on the left the C Shift group was selected and the attending staff members were selected.

Once the staff members have been selected use the **OK** button to continue.



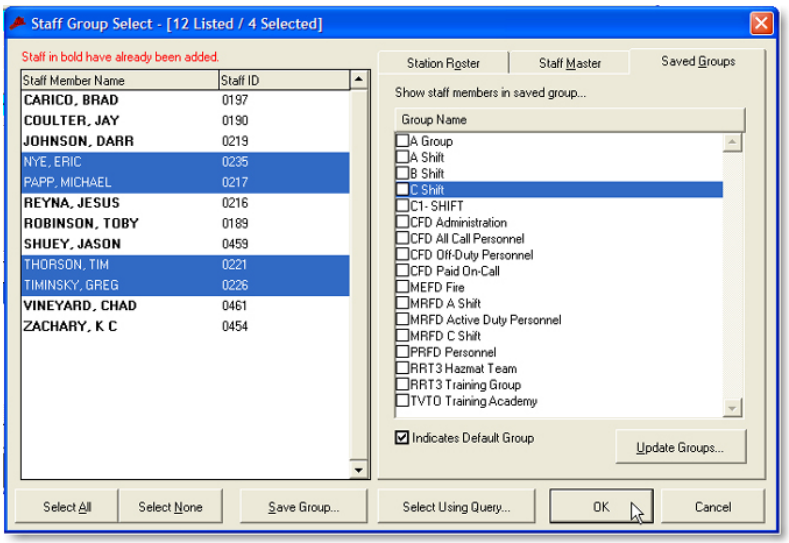
After the **Group Add** screen opens, use the **OK** button enter the staff records and return to the main training record screen.

Entering Personnel Who Missed the Training



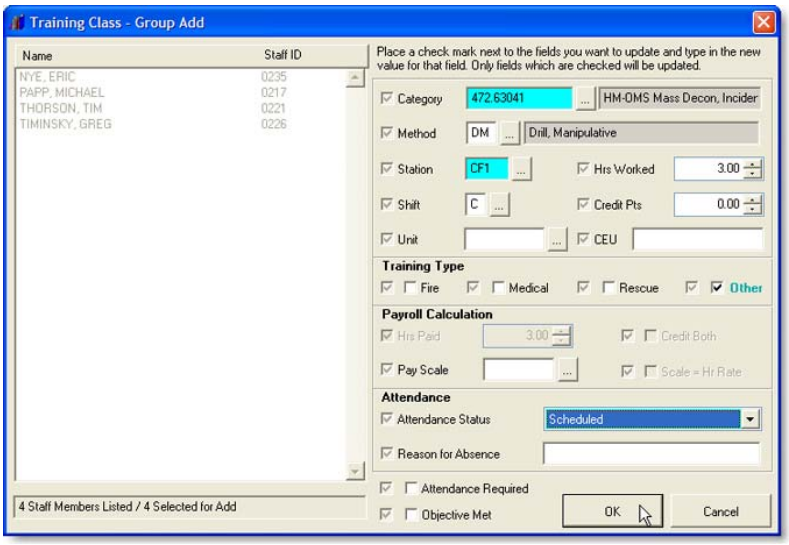
Firehouse does not easily track people who miss a training class. The following steps will allow you to track who may have a missed scheduled training.

After returning to the training record screen, select the **Add Group** button to enter the staff missed the training.



After the **Staff Group Add** screen opens and you select the appropriated saved group, it will be easy to identify the staff members who missed the training. The staff that missed the training will not be shown in bold letters; these are the staff members that you entered earlier.

Once you have selected the missing staff members select the **OK** button to return to continue entering the staff records.



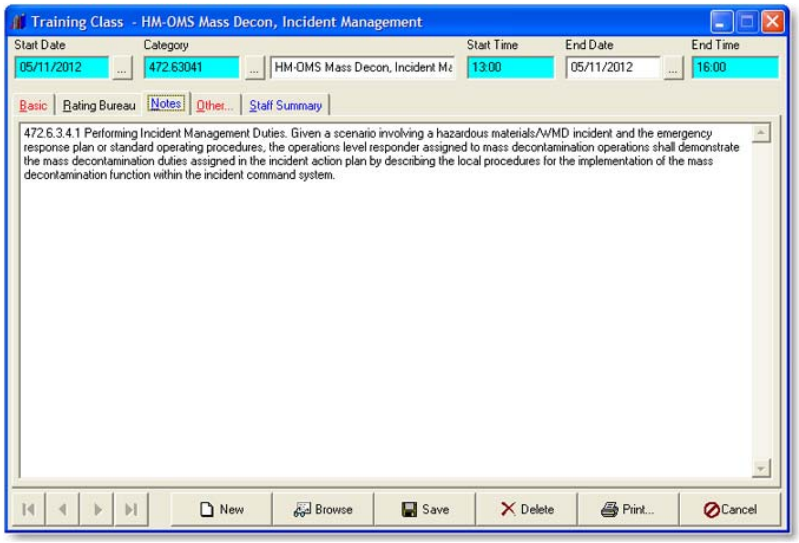
After the **Training Class - Group Add** screen opens make sure the **Attendance Status** field is set to **Scheduled**.

Then select the **OK** button to return to the main training record screen.

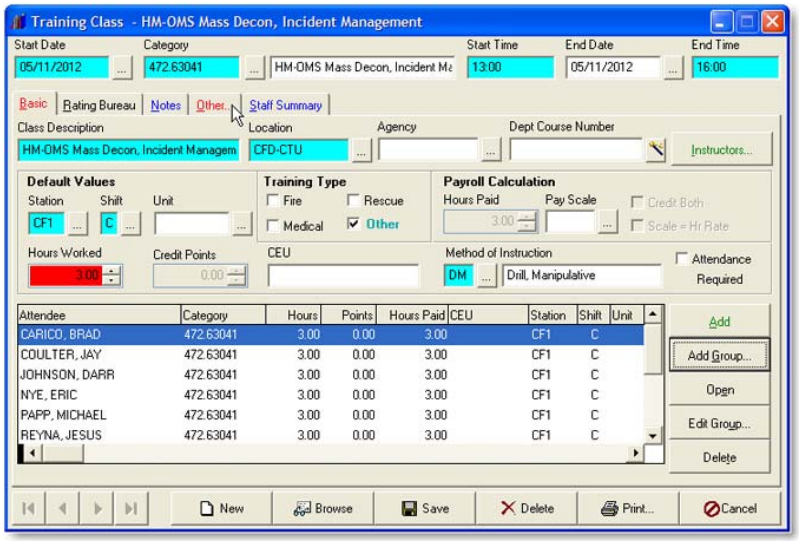
*The **Attendance Status** field has five options, each having a value that corresponds between 1 and 5. When you select the option **Scheduled** a value of 1 is saved; when you select **Attended - Objective Met** a value of 2 is saved.*

Where these values come into use is when a training report is created. We can filter for either a 1 or a 2, and tell who attended or missed a training class.

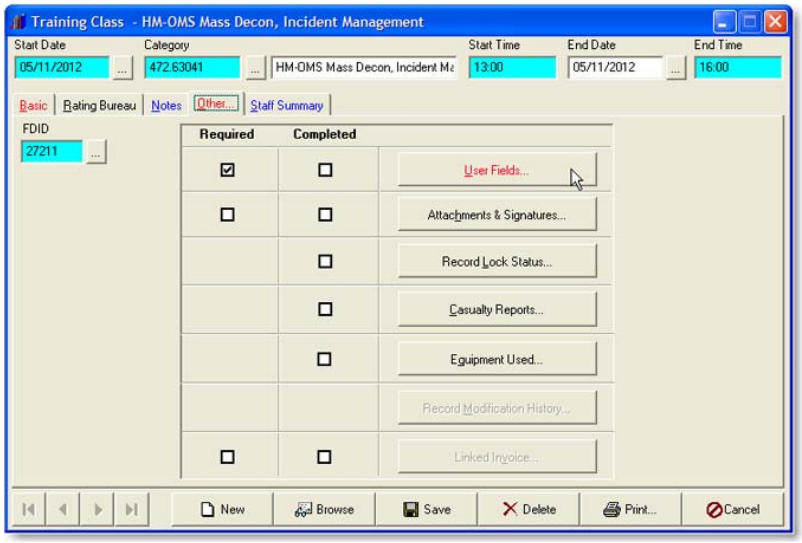
Completing the Training Record


Training Class - HM-OMS Mass Decon, Incident Management
Start Date
Category
Start Time
End Date
End Time
05/11/2012
472.63041
HM-OMS Mass Decon, Incident Ma
13:00
05/11/2012
16:00
Basic
Rating Bureau
Notes
Other...
Staff Summary
472.6.3.4.1 Performing Incident Management Duties. Given a scenario involving a hazardous materials/WMD incident and the emergency response plan or standard operating procedures, the operations level responder assigned to mass decontamination operations shall demonstrate the mass decontamination duties assigned in the incident action plan by describing the local procedures for the implementation of the mass decontamination function within the incident command system.
New
Browse
Save
Delete
Print...
Cancel

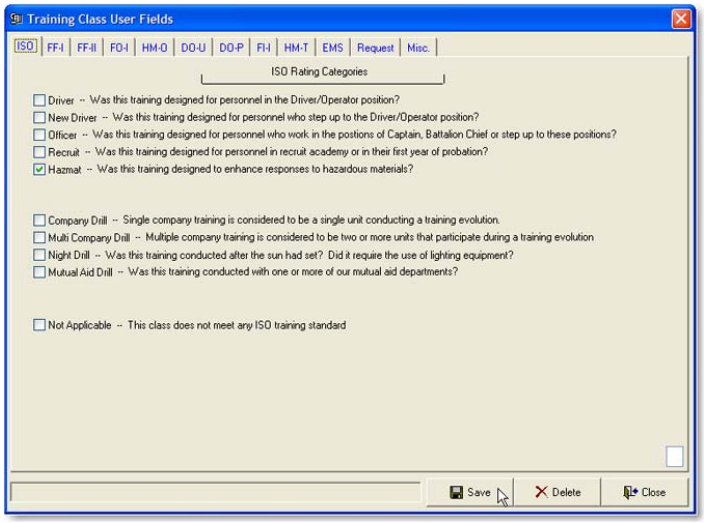
If the training code has a default training objective, this objective will automatically be entered in the **Notes** section. This can be modified in any manner that you wish.



After returning to the main training record screen the **ISO User Fields** will need to be completed. Select the **Other** tab to continue.



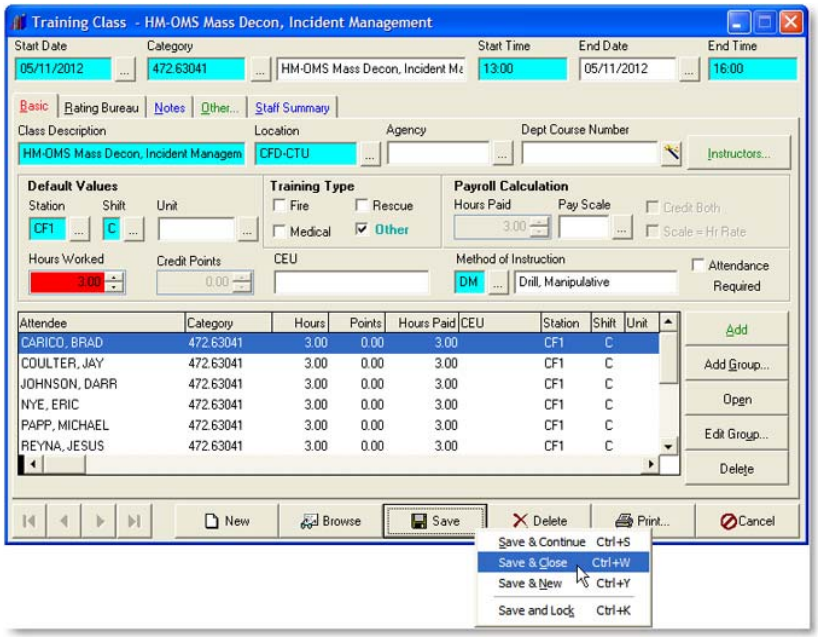
Next select the **User Field** button to access the **ISO** tab in the user fields.


Training Class User Fields
ISO
FF-I
FF-II
FO-I
HM-O
DO-U
DO-P
FI-I
HM-T
EMS
Request
Misc.
ISO Rating Categories
Driver -- Was this training designed for personnel in the Driver/Operator position?
New Driver -- Was this training designed for personnel who step up to the Driver/Operator position?
Officer -- Was this training designed for personnel who work in the postions of Captain, Battalion Chief or step up to these positions?
Recruit -- Was this training designed for personnel in recruit academy or in their first year of probation?
Hazmat -- Was this training designed to enhance responses to hazardous materials?
Company Drill -- Single company training is considered to be a single unit conducting a training evolution.
Multi Company Drill -- Multiple company training is considered to be two or more units that participate during a training evolution
Night Drill -- Was this training conducted after the sun had set? Did it require the use of lighting equipment?
Mutual Aid Drill -- Was this training conducted with one or more of our mutual aid departments?
Not Applicable -- This class does not meet any ISO training standard
Save
Delete
Close

Check the appropriate fields, as they relate to your training class, to track your ISO ratings.

In some cases, based on the training code, the appropriate fields may be checked when you open the user fields table. Additionally there are some error conditions set on the fields that will prevent you from making an inappropriate choice.

Once you have completed the fields, select the **Save** and **Close** buttons to exit the user field table.



After exiting the user field table, you can save your record by right clicking on the **Save** button and then selecting the **Save & Close** button.